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UNITED STATES GOVERNMENT

Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010002-0

Memorandum~~CONFIDENTIAL~~

TO : Director of Logistics

DATE: 8 JUL 1963

FROM : Acting Chief, Administrative Staff, OL

SUBJECT: Monthly Activity Report - June 1963

I. PROJECTS AND STUDIES IN PROCESSa. FY 1963 Property Procurement Allotment (Stock Accounts)

Total Allotments for FY 1963.....

Total Commitments for FY 1963.....



Uncommitted Balance 30 June 1963.....

25X1A

The final Summary Obligation Report for FY 1963 confidential funds allotments to the Comptroller must be submitted by 12 July 1963, and until this report is prepared, the total actual obligations against the stock funds allotments will not be available. The B&F Branch is in the process of researching open commitments for which obligating documents have not been received.

b. FY 1964 Operating Budget

On 7 June 1963, the four financial plans for the FY 1964 Operating Budget were submitted to the Comptroller through the Deputy Director (Support). These estimates were as follows:

	<u>Positions</u>	<u>A.E.</u>	<u>Dollars</u>
FY 1964 Estimates.....			
FY 1964 Congressional Budget.			
FY 1964 Congressional Budget.			
less five percent.....			
FY 1964 Congressional Budget.			
less eight percent....			

25X9A1

25X1A1a

c. Rotation of SL Designees

During June, personnel actions were received effecting the transfer of fourteen OL employees to SL positions located in other Agency components. Also, the return of one SL Designee to the OL Staffing Complement was effective.

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d. Staffing Complement Changes and Classification Studies Regarding SL Positions

(1) Classification Survey of Printing Services Division

A draft of the Staffing Complement Change Authorization proposed by the Salary and Wage Division, OP, reflecting the requested organizational changes and results of the classification survey of PSD has been furnished OL for review. It is expected that a Form 261 will be issued by S&WD/OP during the month of July.

(2) Revision of OL Staffing Complement to Correspond with Internal Distribution of OL Personnel Ceiling to OL Components

As a result of further inquiries, we understand that this "package" is still with the Agency Manpower Control Officer of the Office of the Comptroller.

(3) Establishment of Finance Officer Positions [REDACTED]

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Two positions are to be deleted from the Supply Division Staffing Complement in order to provide for these two new positions. Meantime, we understand that the Office of the Comptroller has initiated training for the individuals selected to fill the positions.

(4) Transfer of SSA-DD/S Visual Aids Unit to OL/PSD

A Form 261 approved 10 June 1963 was received effecting the transfer of the DD/S unit to OL/PSD. Concurrently, the two Illustrator positions appearing on the OL Staffing Complement of the Support Branch, Administrative Staff, were transferred to PSD, and the GS-11 position in this branch was upgraded to GS-12. In a memorandum to the Executive Director, dated 6 June 1963, the DD/S indicated that he has asked the Director of Personnel to monitor on a continuing basis the overall management of graphics personnel in the Agency, and to request such assistance as he may require from the components concerned to deal with specialized problems. He has also asked the C/PSD/OL to comment on the coordinating role which his division can or should play after he has had a few months of experience with the unit now assigned to him.

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(6) Review of Projected Ceiling and Manpower Requirements of OL for FY 64

A memorandum was written to the D/L from C/AS/OL dated 7 June recommending an increase in ceiling for the Office of Logistics. This increase was based upon a review of the current ceiling and manpower requirements of the several components projected into FY 64.

(7) Reallocation of SL Positions in WH/Branch [REDACTED]

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A Form 261 approved 24 June 1963 was received downgrading the Maintenance Supt position at this station from GS-12 to GS-11 and upgrading the GS-7 Logistics Asst position from GS-7 to GS-9.

(8) Upgrading of SL Position in OSA and Change in Title

A Staffing Complement Change Authorization was issued upgrading the SL position of Passenger Traffic Officer in the Office of Special Activities from GS-12 to GS-13 and changing the title to Transportation Officer.

e. Logistics Career Board

(1) The Logistics Career Board met during the month to consider GS-13 SL Designees for promotion. The Board's recommendations were presented to the D/L for his approval.

(2) The D/L approved the promotion to GS-12 of ten GS-11 SL Designees and the promotion to GS-13 of eight GS-12 SL Designees. Designees located in the Washington area were presented their promotions by the D/L.

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f. Recruitment

(1) Professional Personnel

(a) One Logistics Officer Trainee reported for duty in OL during the month. He was the twelfth to enter on duty since the beginning of the program. Of those who have come on board to date, four are now assigned to overseas SL positions, three are assigned to OL Divisions, three are still engaged in their formal or on-the-job training programs, one resigned, and one is on extended leave due to the serious illness of his father. During June two additional candidates were interviewed; one was rejected based on interview and test results, and the processing of the other is being continued. Invitee clearances were received on three applicants previously placed in process, two of whom are scheduled to come to Washington for OL interview, polygraph and medical examinations during the month of July, and the other in August. One new applicant was placed in process for invitee clearance and interview for the program.

(b) Two Architect-Engineers were placed in process, one at the GSS-9 level, and the other at GSS-7.

(c) One applicant we had in process as a GS-9 Transportation Assistant was disapproved by the Personnel-Security-Medical Review Panel.

(d) One GS-13 Contract Negotiator was reassigned from OSI to the Procurement Division effective 18 June 1963. He reported for duty in OL beginning 1 July. During June, two applicants were placed in process as Procurement Assistants, one at GS-9, and the other at the GS-7 level. Another was interviewed and given application forms to complete and return. Several other files have been reviewed and decisions are awaiting interviews or return of application papers.

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(3) Other Categories

(a) Three Bindery Operatives entered on duty; and one Journeyman Bookbinder and three Bindery Operatives were placed in process for the PSD during the month. This division lost the services of one Photostat Operator and one Offset Press Operator when they departed for active military service. Four applicants we had in process as Bindery Operatives were cancelled -- one declined, one entered military service, one was killed in a traffic accident, and the other was medically disqualified.

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Twelve other applicants pending for PSD have invitee or full clearances and are awaiting medical or polygraph approvals prior to EOD.

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(c) One Laborer entered on duty in the Logistics Services Division, and one applicant for Laborer position was placed in process. We lost one Laborer by resignation because he and his wife did not like the Washington area and were returning to their home in southern Virginia. Two employees were reassigned out of Laborer positions and promoted to Warehouseman and Property and Supply Clerk positions within the Supply Division.

(d) No stenographers, typists or clerks were available to OL from IAS during the month. However, one former employee of OL, whom we had previously placed in process for reemployment as a Flexowriter in the Procurement Division, entered on duty in IAS and is being detailed to OL/PD pending completion of her final processing. We lost two Clerk Stenographers by resignation; one was getting married and leaving the area, and the other planned to attend an airline stewardess school. One Clerk Typist resigned to accompany her husband to his new employment in South Dakota.

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g. Vital Records

On 19 June 1963 the Chief, Depot Stock Control Branch, accompanied the Logistics Records Management Officer to [REDACTED] to review the Supply Division vital records.

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In addition to the vital records check, he was briefed on the operation of the Records Center and apprised of the acute space problem in the storage of retired records.

h. Retirement of Voucher Files

The above briefing led to a discussion on the retirement of Logistics voucher files. Since the voucher number assigned by DSCB is used in all transactions emanating from the basic requisition, the possibility of retiring one master voucher file encompassing the supply, procurement, and transportation documentation will be investigated.

II. ITEMS OF GENERAL INTEREST

a. National Cultural Center Building Program

Literature regarding the drive for the National Cultural Center was distributed to OL employees with their pay checks on 28 June 1963. No formal solicitation is made during this campaign other than providing the necessary envelopes for employees to contribute.

b. Conversion of Temporary Employees

One temporary Laborer was converted to regular staff employee status during the month. Also, one temporary Bindery Operative was converted to staff employee status and promoted to a Mail Clerk position within PSD.

c. Disability Retirement

The disability retirement of one W-7 Packer (Table) assigned to the Supply Division, Central Depot, was effective during June.

d. Temporary Summer Employees

Forty-five summer employees reported for duty in OL during the month. So far, we have been experiencing considerable difficulty in filling the requirements levied by the Supply Division [REDACTED] A total of 13 were requested for that area, and to date we have only been able to assign seven due to their lack of transportation or our inability to work out car pool arrangements for them. Other than [REDACTED] we have satisfied

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other requirements except for two more requested for LSD in Headquarters Building and one for the [REDACTED]. Two of our summer employees have already resigned, one to return to school and the other to accompany his father, an Agency employee, to an assignment in another area. 25X1A6a

e. Promotions and Reassignment Actions Not Requiring Career Board Action

A total of 21 promotions and 17 reassignments of wage board, printing, clerical and other OL personnel not requiring Career Board action were processed during the month.

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f. Temporary Employees at [REDACTED]

The matter of continuing the temporary slots at [REDACTED] appears to have been resolved. The Personnel Officer attended a meeting at [REDACTED] with members of the Planning Staff and Supply Division on this issue. 25X1A
25X1A



h. Civil Service Commission Seminar on ADP for Supply Management

[REDACTED] Chief, B&F Branch, attended subject seminar held in [REDACTED]. In [REDACTED] opinion, judging from the discourses presented by the lecturers (who represented GSA, Air Force, NASA, DSA, etc.) and the discussions which followed each presentation, CIA is doing very well in adapting ADP to supply management and related funds control. 25X1A9a

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i. Mid-Career Training Program

We have identified our first six candidates who will participate in the Mid-Career Training Program during FY 1964. Definite training plans await the OL quota from DD/S, which should be forthcoming.

j. Logistics Trainees

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(1) [REDACTED] completed his training program and was assigned to the Procurement Division on 17 June 1963.

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(2) [REDACTED] spent three weeks on-the-job training in Supply Division and is currently attending the two week Introduction to Communism course.

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(3) [REDACTED] spent five weeks (27 May - 28 June) on-the-job training in Procurement Division.

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(4) [REDACTED] entered on duty on 24 June 1963. He will spend five weeks in Supply Division prior to his attendance in the Intelligence Orientation Course on 5 August 1963.

k. Logistics Orientation for Contract Employee

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A seven day Logistice orientation program was set up for Robert [REDACTED] contract employee, [REDACTED] during the period 25 June - 3 July 1963.

l. Requirement for OTR Course [REDACTED]

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The Office of Training requested us to provide a speaker for a one hour lecture in the Operations Course [REDACTED] We arranged with Planning Staff to have [REDACTED] present the lecture, "Logistical Support to the Clandestine Services in the Field," on 21 June.

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m. Motorized Filing Equipment

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A representative from the CIA Records Administration Office arranged for demonstrations of motorized filing equipment for the Logistics Area Records Officer and DSCB/SD personnel. It was agreed that installation of four units (for current fiscal year files only) in the vault area in [REDACTED] would expedite voucher file servicing, afford greater utilization of existing space, and increase control over charge-out of the jackets. A requisition was submitted requesting procurement of Diebold units.

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TRAINING ACTIVITIES
OFFICE OF LOGISTICS

1. Internal Training

During the month of June, the following Logistics careerists participated in OTR-conducted courses:

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- a. [REDACTED] Procurement Division, "Seminar in Management Practices" - [REDACTED]

- b. [REDACTED], Supply Division, "Americans Abroad Orientation."

2. External Training

During the month of June, the following individuals participated in external programs:

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In addition, seven training requests were approved for OL employees to participate in various programs during July.

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